



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 4066.4L

BMWR

29 SEP 1998

BASE ORDER 4066.4L

From: Commanding General
To: Distribution List

Subj: INSTALLATION AND CONTROL OF MORALE, WELFARE AND RECREATION
(MWR) CONTROLLED VENDING MACHINES

Ref: (a) MCO P1700.27 (NOTAL)

Encl: (1) Sample Format for Request for Installation/Relocation/
Removal of Vending Machines

1. Purpose. To establish policies and procedures for the installation/relocation/removal of vending machines at Camp Lejeune in accordance with the provisions of paragraph 30836 of the reference.

2. Cancellation. BO 4066.4K.

3. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Background

a. The installation and operation of all coin-operated vending machines at Camp Lejeune, whether merchandise, service, or amusement, is the sole responsibility of MWR.

b. MWR vending machines will be installed, relocated, or removed by the Services Division of MWR. Installation, relocation, and removal of vending machines will be accomplished when justified. Of primary concern is service to the maximum number of persons, availability of necessary utilities, and probability of adequate usage.

5. Action. Requests for installation, relocation, or removal of vending machines will be forwarded by the requesting organization, via the area commander (if appropriate) to the Director, Services Division, using the format shown in the enclosure.

BO 4066.4L

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6. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; and the 2d Force Service Support Group.


B. A. GOMBAR
Chief of Staff

DISTRIBUTION: A

29 SEP 1998SAMPLE FORMAT FOR REQUEST FOR INSTALLATION/
RELOCATION/REMOVAL OF VENDING MACHINES

From: Commanding Officer _____
To: Director, Services Division, Building HP1017, Marine Corps
Base, Camp Lejeune, North Carolina 28547-2539
Via: Area Commander (if appropriate)
Subj: REQUEST FOR THE INSTALLATION/RELOCATION/REMOVAL OF MWR
CONTROLLED VENDING MACHINE
Ref: (a) BO 4066.4L

1. In accordance with the instructions contained in the reference,
it is requested that the machine described below be installed/re-
located/removed from Building # _____.

a. Type of machine (Amusement, Juice, Soft Drinks, Coffee,
Snacks, etc.)

b. Number of persons billeted or working in building. _____

c. Person to contact concerning installation/relocation/removal

d. Adequate utility outlets (electric, water, etc.) are/are not
available (for installation and relocation) _____

e. Justification _____

Date

FIRST ENDORSEMENT (if appropriate)

From: _____
To: MWR, Director, Services Division

1. Forwarded, recommending approval/disapproval.

ENCLOSURE (1)